



# Department of Defense INSTRUCTION

NUMBER 1000.23

December 10, 1998

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USD(P&R)

SUBJECT: Department of Defense Civilian Identification (ID) Card

- References: (a) [DoD Directive 1000.22](#), "Uniformed Services' Identification (ID) Cards," October 8, 1997
- (b) [DoD Instruction 1000.13](#), "Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals," December 5, 1997
- (c) Chapter 55 of title 10, United States Code, "Medical and Dental Care"
- (d) Sections 701 and 1001 of title 18, United States Code, "Crimes and Criminal Procedure"

## 1. PURPOSE

This Instruction implements policy in reference (a) and establishes the policies, responsibilities, and procedures for the issuance of the Department of Defense Civilian ID Card to eligible executive civilian employees of the Department of Defense.

## 2. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense, the Military Departments, and the Defense Agencies (hereafter referred to collectively as "the DoD Components").

## 3. DEFINITION

Executive Civilian Employees. Presidential Appointees confirmed by the Senate; and non-career, career, and time-limited Senior Executive Service (SES) employees and SES equivalents (e.g., Senior Level (SL), Scientific and Professional (ST), Defense

Intelligence SES (DISES), and Defense Intelligence Senior Level (DISL)) of the DoD Components.

#### 4. POLICY

It is DoD policy to provide executive civilian employees of the DoD Components a distinctive ID card for use in identifying their status as executives of the Department of Defense and as appropriate, their eligibility for appropriate medical benefits. Eligible individuals may also be issued an identification card as prescribed by DoD Instruction 1000.13 (reference (b)).

#### 5. RESPONSIBILITIES

5.1. The Under Secretary of Defense for Personnel and Readiness shall establish overall policy and procedures for the issuance of the "Department of Defense Civilian Identification Card," DD Form 2750.

5.2. The Heads of the DoD Components:

5.2.1. Shall provide lists of their organization's eligible executive civilian employees to the Directorate for Personnel and Security, Washington Headquarters Services;

5.2.2. Shall ensure that ID cards issued under this Instruction are retrieved when individuals lose their eligibility;

5.2.3. Shall comply with this Instruction.

5.3. The Director of Washington Headquarters Services shall ensure that the Directorate for Personnel and Security or other authorized activities shall issue the DD Form 2750 in accordance with the procedures contained herein.

#### 6. PROCEDURES

6.1. The DD Form 2750 is the primary ID card for executive civilian employees of the Department of Defense. The DD Form 2750 shall be used to identify the individual and the individual's eligibility for medical benefits administered by the Uniformed Services in accordance with 10 U.S.C., Chapter 55 (reference (c)); Secretary of the Army memorandum, "Medical Treatment for Non-Military

Personnel," dated March 16, 1994; Secretary of the Navy memorandum, "Medical Treatment of Civilian Officials at Military Treatment Facilities," dated March 4, 1996; and Secretary of the Air Force memorandum, "Medical Treatment of Civilian Officials at Military Medical Treatment Facilities," dated February 9, 1996. Other media or specialized forms of identification (e.g., credit card, building pass), shall be used only for the specific purpose for which it was issued.

6.2. The DD Form 2750 is the property of the U.S. Government and shall be in the personal possession of the individual at all times. If required by DoD, it shall be surrendered for ID or investigation.

6.3. Any personnel willfully altering, damaging, lending, counterfeiting, or using the DD Forms 2750 in any unauthorized manner is subject to fine or imprisonment, or both, as prescribed by 18 U.S.C. 701 or 1001 (reference (d)).<sup>1</sup> 18 U.S.C. 701 prohibits selling, manufacturing, possessing, photographing, or otherwise reproducing any United States Government identification card in an unauthorized manner, under penalty or fine or imprisonment or both. Unauthorized or fraudulent use of the DD Form 2750 occurs if a bearer uses the card in a manner that would enable the bearer to obtain benefits to which he or she is not entitled. Photocopying of the DD Form 2750 to facilitate health care processing, check cashing, or administering the Uniformed Services-related benefits to eligible beneficiaries are examples of authorized photocopying.

6.4. Defense Enrollment Eligibility Reporting System (DEERS) enrollment for DoD executive civilian employees shall be accomplished through on-line interface to the DEERS.

6.5. The DD Form 2750 shall be issued to the following categories of personnel of the DoD Components:

6.5.1. Presidential Appointees who have been appointed with the advice and consent of the Senate.

6.5.2. Non-career, career, and time-limited SES employees.

6.5.3. SES equivalents (e.g., SL, ST, DISL, and DISES).

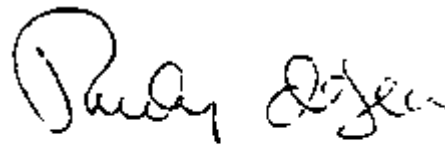
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<sup>1</sup> Machine- readable cards must not be punched.

6.6. Restriction. The DD Form 2750 shall not be issued to any individual not reported as eligible by the Head of a DoD Component.

7. EFFECTIVE DATE

This Instruction is effective immediately.

A handwritten signature in black ink, appearing to read "Rudy de Leon". The signature is fluid and cursive, with the first name "Rudy" being more prominent than the last name "de Leon".


**Rudy de Leon**  
**Under Secretary of Defense**  
**for Personnel and Readiness**



Enclosures - 1

E1. DD Form 2750

E1. ENCLOSURE 1

DD FORM 2750, "DEPARTMENT OF DEFENSE CIVILIAN  
IDENTIFICATION CARD"

DEPARTMENT OF DEFENSE		
	PHOTO PRINTED HERE  <div style="font-size: 4em; font-weight: bold; text-align: center;">SAMPLE</div>	EXPIRATION DATE
		SERVICE/ORGANIZATION
SOCIAL SECURITY NUMBER		GRADE/TITLE
SIGNATURE		
CIVILIAN IDENTIFICATION CARD		

DATE OF BIRTH	WEIGHT	HEIGHT	HAIR COLOR	EYE COLOR
				
DATE OF ISSUE	MEDICAL			
				
<small>DD FORM 2750 APR 1998</small>				

Attachments - 3

E1.A1. DD Form 2750 Entitlement Guide

E1.A2. Technical Specifications and Issuing Procedures for DD Form 2750

E1.A3. DD Form 2750 Expiration Date Guidelines

E1.A1. ATTACHMENT 1 TO ENCLOSURE 1

DD FORM 2750, "DEPARTMENT OF DEFENSE CIVILIAN  
IDENTIFICATION CARD"

Category of Employee	Medical Care in Uniformed Services Facility
Presidential Appointees who have been appointed with the advice and consent of the Senate	See note 1.
Non-career, career, and time-limited SES employees	See note 2.
SES equivalents (e.g., SL, ST, DISL, and DISES)	See note 2.

Notes:

1. Authorized medical and emergency dental care in the military medical and/or dental treatment facilities within the Continental United States. Within the National Capital Region (NCR), charges for outpatient care are waived. Charges for inpatient and/or outpatient care provided outside the NCR will be at the interagency rates.
2. Authorized medical and emergency dental care in the military medical and/or dental treatment facilities when on temporary additional duty (TAD)/temporary duty (TDY) on a space-available, fully reimbursable basis.

## E1.A2. ATTACHMENT 2 TO ENCLOSURE 1

### TECHNICAL SPECIFICATIONS AND ISSUING PROCEDURES FOR DD FORM 2750

#### E1.A2.1. TECHNICAL SPECIFICATIONS

All technical specifications for the DD Form 2750 shall be in accordance with those retained by the Defense Manpower Data Center.

#### E1.A2.2. SECURITY AND ACCOUNTABILITY

E1.A2.2.1. Proper procedures for the security of the ID card cardstock and laminate shall be maintained. The cardstock and laminate should be safeguarded by placement in a locked environment with limited access.

E1.A2.2.2. Controls for processing and handling of ID cards shall be established to ensure that unauthorized individuals do not obtain them.

#### E1.A2.3. ISSUING PROCEDURES

The Directorate for Personnel and Security, Washington Headquarters Services, has assumed the responsibility for issuing the DD Forms 2750.

E1.A2.3.1. The DD Form 2750 will only be issued to those individuals reported by the Heads of the DoD Components as executive civilian employees.

E1.A2.3.2. The individual requesting the card must show a photo ID card, such as a driver's license or DoD building pass, before the ID card will be issued.

E1.A2.3.3. On a monthly basis, the Directorate for Personnel and Security, Washington Headquarters Services, shall provide the Heads of the DoD Components with a listing of individuals to whom the DD Forms 2750 were issued for retrieval when the individual is no longer eligible for this ID card.



E1.A3. ATTACHMENT 3 TO ENCLOSURE 1

DD FORM 2750 EXPIRATION DATE GUIDELINES

E1.A3.1. EXPIRATION DATE NOTES

When there appears to be a choice of two or more dates, always choose the earliest date.

1 - Date of expiration of executive service.

2 - Four years.

<u>Category</u>	<u>Expirtation Date</u>
Presidential Appointees who have been appointed with the advice and consent of the Senate.	2
Non-career, and SES employees.	2
Time-limited SES.	1
SES equivalents.	1, 2